



DC COMMISSION ON
THE ARTS & HUMANITIES

FY15 CAPITAL PROJECTS PUBLIC ART BUILDING COMMUNITIES

Applicants may submit two Public Art Building Communities applications per fiscal year

Individuals may apply for up to \$50,000

Organizations may apply for up to \$100,000

Deadline 1: Friday, July 25, 2014 at 6:00PM

Deadline 2: Friday, October 17, 2014 at 6:00PM

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CAPITAL PROJECTS

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FY2015

Public Art Building Communities

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Public Art Building Communities Description

The Public Art Building Communities grant (PABC) is available to individual artists and organizations to create and install temporary or permanent public artwork that enhances District neighborhoods. Eligible projects include, but are not limited to: sculpture, mosaics, artistic streetscape improvements, murals, paving patterns, video installations, custom benches, stained glass windows, artistic gates and railings, etc. Funding is available for all fees associated with the design, fabrication and installation of the artwork(s) including: artist fees, materials, insurance, engineering, shipping, fabrication and installation services, permits, copyright registration, and photographic documentation. Permanent projects must have a lifespan of at least five (5) years. Temporary projects have a lifespan of less than 5 years.

Applicants must distribute flyers within a three (3) block radius of the project site to notify businesses and residents of your project's presence on the upcoming ANC agenda and to invite them to attend the meeting in order to discuss your project. Be sure to emphasize that funding for the project is still pending Commission approval.

Organizations are required to have a 1:1 cash matching requirement, designed to assist an organization's fundraising by leveraging funding from additional sources. Neither in-kind services nor other federal or local government funds may be used to satisfy the matching requirement. Funds must be spent within DCCA's FY 2015 (October 1, 2014 to September 30, 2015). Individual applicants are not required to match grant funds.

Public Art Building Communities Goals

- Encourage the creation and installation of quality public art throughout the city;
- Support local artists in the creation and installation of quality public art;
- Provide community exposure to the public art process;
- Further the learning opportunities and encourage greater participation in local arts activities; and
- Promote robust and diverse artistic experiences throughout the District of Columbia.

Eligibility Requirements

Individuals may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be artists or arts professionals (e.g., presenters, producers and educators), aged 18 or older;
- Be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Have a permanent DC address, as listed on proper identification or tax returns. PO Boxes may not be used as a primary address; and
- Be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014 are ineligible to receive an additional award from DCCA in FY2015.

Organizations may apply if they meet all of the following eligibility requirements at the time of application. Applicants must:

- Be incorporated as a nonprofit, with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, as well as incorporated within the District of Columbia;
- Have their Federal and DC tax exempt statuses (subject to DCRA verification) in good standing for one year prior to the application deadline;
- Be incorporated as an arts or cultural organization, with exhibition, presentation or training in the arts as its primary function, as documented within its mission statement.
- Have principal offices that are located in the District of Columbia, as demonstrated by the address on the organization's official 990 document. PO Boxes and the addresses of board members or volunteers may not be used as a primary business address;
- Have a demonstrated commitment to provide arts and humanities to the residents of Washington, DC. At least fifty-one percent (51%) of scheduled arts activities occur within the District of Columbia;
- Be in good standing with DCCA. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2014, are ineligible to receive an additional award from DCCA in FY2015;
- Not use fiscal agents; and
- Colleges, universities, service organizations, foreign governments or other DC government agencies, including DC Public Schools, are prohibited from applying for any DCCA grants.

Funding Restrictions and Allowable Costs

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Examples of allowable costs for Public Art Building Communities Grant:

- Artist Fees;
- Materials;
- Insurance;
- Engineering;
- Shipping;
- Fabrication and Installation Services;
- Permits;
- Copyright Registration;
- Plaque and Dedication Costs; and
- Photographic Documentation.

Examples of unallowable costs for Public Art Building Communities Grant:

- Food and beverages;
- Tuition and scholarships;
- Pieces of equipment over \$500;
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment.

Technical Assistance and Workshops

DCCAH staff members are available to help develop grant applications through group and individual technical assistance. Between April and May 2014, the DCCAH will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a grant application. More information about the dates and times of these workshops may be found at www.dcarts.dc.gov under [Grant Writing Assistance](#). **The DCCAH urges all applicants to attend these workshops.** In addition, DCCAH staff members are available for 30-minute appointments up to one week before the deadline.

Workshops will take place at the offices of the DC Commission on the Arts and Humanities and the Marshall Heights Community Development Organization (MHCDO). **Workshop dates, times and locations listed below are subject to change.** All workshops are free and open to the public; however, participants are encouraged to RSVP. Be sure to bring photo identification when you arrive. To RSVP, contact Alexxis Hooks at Alexxis.Hooks2@dc.gov or call 202-724-5613.

Workshops Schedule

Day & Date	Time	Topic	Location
Tuesday, April 29	1:00pm-2:00pm	PABC	MHCDO
Thursday, May 1	2:30pm-3:30pm	PABC	DCCAH
Tuesday, April 8	4:00pm-5:00pm	Evaluations & Assessments Workshop	DCCAH
Wednesday, April 9	1:00pm-2:30pm	Grant Writing Clinic: General Information Conducted by Humanities Council of DC	DCCAH Multi-Purpose Room
Thursday, April 10	9:00am-12:00pm	Open Hours	MHCDO
Wednesday, April 16	HOLIDAY	DCCAH Office Closed	HOLIDAY
Thursday, April 17	9:00am-12:00pm	Open Hours	MHCDO
Thursday, April 17	6:30pm-7:30pm	Work Samples Workshop	DCCAH Multi-Purpose Room
Thursday, April 24	9:00am-12:00pm	Open Hours	MHCDO
Thursday, April 24	1:00pm-2:00pm	Evaluations & Assessments Workshop	MHCDO
Monday, April 28	6:30pm-7:30pm	General Workshop	THEARC
Tuesday, April 29	9:00am-12:00pm	Open Hours	MHCDO
Thursday, May 1	2:30pm-3:30pm	Work Samples Workshop	DCCAH

FY15 Workshops will be located at:

DC Commission on the Arts and Humanities

200 I (Eye) Street SE, Suite 1400
Washington, DC 20003

Marshall Heights Community Development Organization

3939 Benning Road, NE
Washington, DC 20019

THEARC

1901 Mississippi Ave., SE
Washington, DC 20020

Grants Writing Clinic: The Humanities Council of Washington DC, a partner of DC Commission on the Arts & Humanities, will conduct a General Grants Writing Clinic for potential applicants. The goal of the workshop is to provide more in-depth assistance and feedback to the applicant's questions regarding grant proposals, to increase the funding potential of the applicant.

Applicants interested in registering for the Grant Writing Clinic must email Tierra Buggs at tierra.buggs@dc.gov for specific instructions and preparation for the workshop. Walk-in attendees will not be accepted.

Application Process

All of the FY2015 grant program guidelines are available www.dcartools.dc.gov. DCCAHA utilizes an online grant portal. All applicants MUST SUBMIT the application online via the online grant portal by 6:00PM on the deadline date. **DCCAHA will not accept mailed, emailed or hand-delivered copies of grant applications.**

Grant Application Procedure

1. Review the FY15 Guide to Grants [PDF] and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
2. Go to the [Apply for Grants](#) page and select the [FY15 Grant Application Portal](#) to register:
 - **If the applicant created an account in FY14, the applicant's FY15 Login Name will be the email address associated with the FY14 application.** To reset the password either select "Forgot your password?" or click [here](#). Applicants' profiles and organization data have been migrated, however FY14 request and award data will not be available in the new portal until later this year;
 - To reference an FY14 application, visit the [FY14 Grant Application Portal](#) and log in using the FY14 Login Name and password. Direct any questions to DCCAHA at 202.724.5613.
 - If the applicant did not create an account in FY14, they will register as a new user. Direct any questions to DCCAHA at 202.724.5613;
3. Once fully registered, applicants should select the desired grant program(s), complete the application questions and budget/budget narrative data, and upload all required documents, supplementary material, and work samples; and
4. Submit the application by 6:00pm on the grant program's deadline date.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one DC Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility nor recommendation for funding by the Advisory Review Panel. DCCAHA staff are not permitted to make corrections to applications on behalf of applicants. DCCAHA staff will review applications for completeness and contact applicants for any incomplete documents within five business days of the deadline. Applicants are responsible for updating attachments within five business days of DCCAHA's notification. Incomplete applications will not be forwarded to the Advisory Review Panel for consideration.

Review Process

All applicants are scored according to four categories: artistic content, community impact, level of participation, financial and managerial capability. The evaluation criteria are specific to each grant program and listed in each grant program's guidelines. **The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.**

Once an application has been successfully submitted, a grant manager will review each submission for eligibility and completeness. Receiving an automated confirmation of the applicant's submission does not guarantee the application's eligibility or recommendation for funding.

A volunteer Advisory Review Panel is formed annually for each grant program to make funding recommendations to the Commission Board. Comprised of arts and humanities professionals independent of the Commission, the invaluable contribution of Advisory Review Panelists ensures that the Commission continues to provide programs and services that meet the needs of the District's residents and visitors. All eligible applications will be forwarded to the Advisory Review Panelists for evaluation and scoring based on the published criteria for the grant program. Panelists will conduct a thorough review of all applications on their own and, later, convene as group to discuss each application and finalize scores.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person to serve on DCCA's Advisory Review Panels, see DCCA's [FY15 Call for Panelists](#).

Notification and Payment

Applicants will be notified in writing of their application status. This notification may consist of a grant package, letter of ineligibility, or letter of denial.

The date of payment disbursement is subject to change depending on the availability of funds. DCCA works with other DC government agencies to pay grant recipients in a timely manner but DCCA does not create or distribute payments onsite. To expedite the payment process, DCCA strongly recommends FY2015 grant recipients register for direct deposit. For more information on direct deposit by completing an Automated Clearing House (ACH) Vendor Payment Enrollment Form. The ACH Form can be found on our website at [Managing Grant Award](#).

DCCA reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2015 grantees with unfulfilled reporting, in any funding program, as of October 15, 2014, are ineligible to receive any additional awards from DCCA.

Risk Management and Performance Monitoring

All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). OCA requires the DCCAH to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY15 grant recipients must complete final reports by October 15, 2015. Grantees are required to document payment of all grant related expenses as well as the required match. Interim and final report will be completed through the online portal. Grantees may access the interim and final report pages through the [Manage Grant Award](#) page on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about Public Art Building Communities can be referred to Keona Pearson, Public Art Project Manager, at Keona.Pearson@dc.gov or 202-724-5613.

FY2015

Public Art Building Communities

Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- Artist(s) and/or applicant's written concept exhibits high quality, innovation and creativity
- Applicant has experience with site specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The described project, goals and schedule of planned activities are feasible;
- The applicant demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, professional artists); and
- Artist(s) and/or applicant demonstrate the ability to translate artistic discipline to project participants.

Community Engagement and Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia
- The applicant partners with similar or complementary organizations to leverage resources for the described activities;
- Project addresses significant diversity of expression;
- Project addresses needs of the community;
- Project location(s) and presentation(s) are accessible to persons with disabilities; and
- Applicant has substantive experience working with community representatives, landscape architects, business and government entities

Level of Participation 15%

- Applicant demonstrates effective outreach to project participants;
- Applicant involves District residents (artist(s), active participants, audience); and
- Applicant involves the community in the planning of project activities.

Capacity and Sustainability 15%

- The organization demonstrates proper oversight with a committed Board of Directors with well-rounded expertise;
- The applicant is sufficiently stable, in terms of arts expertise, organizational capacity, and financial status to implement the proposed request;
- The applicant demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- The applicant has experience in producing similar public art projects; and
- The applicant clearly demonstrates ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

FY2015

Public Art Building Communities

Application Checklist

The following is a checklist for all mandatory and supplementary documents required to submit the Public Art Building Communities application. Documents must be uploaded through with DCCA's online grant portal prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Work sample- Submit 10 digital images of at least five different works. See [Guide to Grants](#) for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Materials - up to six items of additional material, e.g., newspaper articles, reviews, letters of support (ANC, neighborhood associations, community stakeholders, etc), programs, brochures, etc.
- Résumé(s) of key personnel involved in the project including the artistic director and executive/managing director- up to two pages each. Bios are not acceptable.
- Signed W-9 Form (Request for Taxpayer Identification Number and Certificate)
- Image Identification List of applicant and lead artist work samples (if applicable)
- The proposed art in the form of detailed scale drawings renderings, models and/or other documents in order to present a meaningful representation of the proposed artwork – At least 3 different perspectives
- 5 Digital Images of proposed project site
- Site Owner Contact Information
- Letter(s) of agreement from owner(s) of the project site(s), stating their support of this project
- Written verification that the applicant has gone to DC Consumer and Regulatory Affairs, Department of Transportation, Public Space and the Historical Preservation (if applicable) to obtain information about the types of permits and approvals that are needed to complete the proposed project
- Flyer(s) demonstrating your outreach to the community notifying businesses and residents of your project's presence on the upcoming agenda

- Security statement that, if funded, the applicant will provide a current Metropolitan Police Department Background Check and copy of Tuberculosis Screening for individuals directly working with children and youth **(if applicable)**
- Potential Contractor Bids (if applicable)
- Equipment Estimates- submit 3 estimates for equipment purchases (not to exceed \$500 per item)
- Letter of Intent for equipment purchases if the equipment has a life span of more than 2 years
- Architectural Sketches

Additional Mandatory Documents

For Organizations Only

- Lead Artist Work samples- Submit 5 digital images of at least five different works
- IRS Letter of Determination
- DC Tax Exempt Certificate
- One-page Organizational Chart
- List of current board of directors, including officers, occupations and term limits
- Current Annual Organizational Budget with Year-To-Date Income and Expenses
- Current FY Balance Sheet from within the last financial quarter
- Previous FY Organizational Budget with Year-To-Date Income and Expenses
- IRS Form 990 (Fiscal Year 2013)



DC COMMISSION ON
THE ARTS & HUMANITIES

ADDENDUM A: WORK SAMPLES AND SUPPLEMENTARY MATERIALS

The DC Commission on the Arts and Humanities (DCCAH) values and emphasizes artistic excellence in all grant programs within all disciplines. This section contains detailed information on the DCCAH’s requirements and suggestions regarding artistic content.

Artist content is one of several criteria on which an application is reviewed. Other criteria include: District Impact and Engagement, Capacity and Sustainability, Overall and others. Artistic content is demonstrated to the Advisory Review Panel through the applicant’s:

- **Section 1 - Work sample;**
- **Section 2 - Support materials;**
- **Section 3 - Résumé(s) of key personnel; and**
- **Section 4 - Assessment and evaluation methods**

Of these, the work sample carries the most weight because it must contain the clearest depiction of the applicant’s best work(s) of art. All applicants must submit artistic work samples.

To further assist you in submitting strong artistic content with your application, DCCAH has provided:

- **Section 5 – General suggestions from DCCAH staff.**

Section 1 - Work Samples

Work samples are a critical to each application and are carefully considered during application review. The DCCAH strongly recommends that applicants pay close attention to the content of work sample submissions.

The guidelines on what to submit within a work sample submission depend on the applicant’s artistic discipline and the nature of the grant request. *Applicants must adhere to the work sample requirements below in order to be eligible for consideration.*

Work samples must be no more than two years old. Submitting older work samples will make the application ineligible for funding consideration.

Arts Education	
	Includes video and audio excerpts, writing samples, and student art work along with syllabi, lesson plans, and other materials created by teaching artists and teachers in professional development projects.
	Educational materials are also acceptable alongside the artistic work sample.
Crafts	
	Individuals - Submit digital images of ten different works.

	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Dance	
	Submit up to two video recordings of performances.
	Submit an ensemble selection unless you are a soloist or the project involves a solo.
Design Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Interdisciplinary	
	Individuals and organizations must submit up to 10 digital images or up to two audio/video recordings demonstrating the integration of disciplines in the work.
Literature (Includes poetry, fiction, creative writing, screenwriting, spoken word, etc.)	
Fiction and creative nonfiction writing	Submit 10-20 pages from no more than three short works, or a portion from no more than two larger works up to 20 pages.
	Applicants must label the work(s) as fiction or nonfiction.
	If the work is an excerpt, include a one-page statement in the manuscript about where it fits into the whole to orient the reviewers.
Poetry	Submit 10-15 pages of poetry from no fewer than five poems, not to exceed 10 poems.
	Shorter poems should be printed one to a page.
Spoken Word	In addition to the Poetry requirements above, submit video recordings of three contrasting pieces.
Media Arts	
Film, Video, Radio	Submit up to two audio/video recordings of completed work or work-in-progress.
Multi-disciplinary	
	Provide the required work samples (as described herein) for two (minimum) or three (maximum) of the artistic disciplines that are relevant to the grant request.
Music	
	Submit up to three audio/video recordings.
	Selections must not exceed five minutes.
	Upload each selection in a separate file.

Photography	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.
Theater	
Actors	Submit video recordings of two contrasting monologues.
	Still images of productions are prohibited.
Directors	Submit a copy of a 1-3 page concept statement of a recently directed play.
Organizations	Submit up to two video recordings of performances.
	Digital images of productions are prohibited.
	Playbills and programs are prohibited as work samples. However, they may be included as support material.
Playwrights	See LITERATURE, above.
Sound designers	Submit up to three audio recordings.
Visual Arts	
	Individuals - Submit digital images of ten different works.
	Organizations - Submit 20 digital images of different works.
	Create an Image Identification List of the images you are submitting. Arrange the list in the order that you would like the images to be viewed. Title the page with the words "Image Identification List" and the applicant's name. For each image, include the artist's name, artwork title, medium, size and the year the work was completed. Digital images must be numbered to correspond with the Image Identification List.

Section 2 - Support Materials

Support materials are documents that strengthen the application and provide additional information that directly relates to the grant request. Support materials do not take the place of a work sample! They do, however, reinforce the quality of the applicant's artistic disciplines(s).

Some examples of support materials are:

- Theater/exhibition reviews;
- Letters of recommendation;
- Certificates;
- Sample lesson plans;
- Assessments and evaluations; and
- Awards.

Section 3 - Résumés of Key Personnel

Another way for the Advisory Review Panel to determine the artistic content of each application is to review the résumés of the key artists, administrators, and facilitators involved in the grant activities. The

professionals involved in the project determine the capacity of the project and ability for the applicant to effectively create an excellent artistic product and/or experience. Their backgrounds as artists and administrators should be relevant to the project and clearly demonstrated through their professional résumés.

Section 4 – Assessment and Evaluation

Purpose of Assessment & Evaluation

(a) To determine the efficacy of a program – as articulated in the program goals and as required for grant reporting.

(b) To provide evidence to support changes in order to improve the program and its delivery.

Types of Assessment & Evaluation

(a) Qualitative Assessment is often subjective in approach and narrative in nature.

(b) Quantitative Assessment provides empirical data that demonstrates growth in the knowledge, skills, and understandings of the participants.

Assessment & Evaluation Design

There are many ways to assess and evaluate programming including; needs assessments, pre- and post-testing, and formative, observational, and summative assessments that utilize mixed method approaches such as portfolio assessment.

Section 5 - General Suggestions from DCCAH Staff

When creating and preparing Work Samples, Support Materials and Résumés, the DCCAH recommends considering the following:

- Select recent, high quality samples that relate as directly to the application as possible.
- Uploaded pictures should be JPEGs with the resolution of at least 72 dpi
- The file upload limit is 80MB. If your work sample is larger than this, we encourage you to provide a link rather than compromise the quality of the work sample
- Less is more. Oftentimes, adding more than the recommended number of work samples to your application will weaken the application.
- Carefully chosen work samples (pictures, videos, excerpts, etc.) tend to make the biggest impact and create the strongest artistic impression.
- Advisory Review Panelists are required to review each applicant’s work samples; however, they are not guaranteed to review multiple work samples within the same application.
- Each work sample and document must be labeled clearly so that panelists can identify what they are reviewing
- For project-based grants, if you have conducted similar projects in the past two years, include samples of work that illustrate the core mission, theme or impact of those projects.
- Panelists must be able to assess the skill level of the artist(s) involved in the work that will be created, exhibited or taught.
- Digital File Format - All files should be labeled as follows, in the appropriate file extension (jpg, gif, pdf, etc.)
 - Template: Applicant’sLastName.FirstName.Image#.ArtworkTitle.jpg
 - Example – “DaVinci.Leonardo.1.MonaLisa.jpg”

For video submission

- Do not send promotional work samples (e.g., highly-edited booking tapes).
- Do not send dark work samples or samples with poor visibility.

For online materials and website:

- A website is not a sufficient work sample. Only submit a website that is an essential part of the project.
- Provide all passwords or include any necessary information on required to view your work sample such as plug-ins or navigation paths.
- Be sure that the links to websites or online materials are fully functioning and maintained throughout the year. An inoperative link to a website containing your work sample will negatively affect your application. DCCAH is not responsible for any material outside of the online grant portal.